



Request for Committee Action from Office of the City Clerk

Date: November 5, 2013

To: Robert W. Lilligren, Chair
Committee of the Whole

Subject: DRAFT 2014 City Council & Standing Committees Calendar

Recommendation: (1) Approve the 2014 City Council & Standing Committees Calendar;
(2) Direct the City Clerk to post the 2014 Calendar as notice of regular meetings;
and
(3) Authorize the City Clerk to incorporate updates, corrections, and changes to the 2014 Calendar, as necessary, to accommodate the City Council and its Standing Committees.

Prepared by: Casey Joe Carl, City Clerk 612/673-2216 Presenters in Committee: Casey Joe Carl

Background: The City Council annually adopts a schedule detailing the dates and times of its regular meetings as well as those of its standing committees, which serves as a notice thereof, pursuant to Minn. Stat. 13D.04, subd. 1. The official calendar is maintained by the Office of City Clerk, with printed copies are posted in City Hall and electronic copies available via the City's website. Copies are also available to interested parties from the Clerk's Office upon request.

The DRAFT 2014 calendar was prepared using pre-approved scheduling guidelines and long-standing practices from previous years. For 2014, the proposed calendar includes:

1. An organizational meeting of the City Council is scheduled for Monday, January 6, 2014, pursuant to Minn. Stat. § 205.07, subd. 1a, and the Council's *Rules of Order* (Rule II, Section 1) pertaining to its organization.
2. Regular meeting dates and times for the City Council and for its Standing Committees have been identified, consistent with the number of standing committees and the dates and times of those meetings conducted in 2013, recognizing these matters may be altered by the City Council in January 2014.
3. The draft calendar includes all holidays recognized by the City and the same number of designated ward work weeks (8) as observed in 2013 (and prior years). The regular 2014 Gubernatorial General Election is reflected on Tuesday, November 4, 2014, and no meetings are scheduled for that day (the primary will be held Tuesday, August 12, 2014).
4. Planned conference dates for the National League of Cities are identified in parentheses in March (8-12) and November (19-22) 2014.
5. A one-week cycle has been programmed for the final week in December 2014, consistent with past practice. In addition, a one-week cycle has been programmed for the first week of March 2014 to accommodate the planned ward work week, which corresponds to Spring Break.

Supporting Information: A copy of the DRAFT 2014 City Council & Standing Committees Calendar is attached for reference.